



**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
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October 28, 2005

Information Bulletin No. WY-2006- 004

To: All Employees  
From: Associate State Director  
Subject: Availability of Master Title Plats and Historical Indexes

**Purpose:** This IB relates the changes to the location of Master Title Plats (MTP's), Use Plats, and Historical Indexes (HI's) due to the loss of the microfiche camera.

**Background:** Copies of MTP's and HI's are regularly sent to programs and public rooms on microfiche to provide access to the most current land status information to employees and the public.

The microfiche camera located in the Wyoming State Office has been obsolete for a number of years but recently parts, repairs, and standard maintenance have become unavailable. The plat drafting staff has been preparing for the eventual demise of the camera for some time and is actively working toward full statewide coverage of plats and HI images on the web.

**Policy:** Plat drafting has shifted to a mostly paperless process. Notation Requests will still be submitted using Form WY1275-13 (4/01), however, instead of generating a paper or mylar plat and HI to be microfiched, a pdf image file is generated and placed on the web. The website is located at <http://www.wy.blm.gov/mtps/index.htm>. Offices with microfiche inventory will need to be aware of updates to the website since the most current version of some plats and HI's will be there. Programs and public rooms will no longer receive microfiche. To reduce confusion regarding which version of a plat or HI is the most current please use this rule of thumb: **web first, then microfiche.**

Please refer to Attachment 1, Procedures for Managing Microfiche Collections, for information on how to keep microfiche files current and maintain the proper records disposition.

Digital plats and HI's will not be immediately available for all townships due to the large number of documents to be converted to digital production. The notation requests are the primary factor in identifying which townships will be digitally converted. All efforts are being made to provide all plats and HI's associated with a specific township on the website at the same time.

The pdf images can be printed by employees at a variety of page sizes dependent on the availability of printers and plotters. Most digital plats and HI's are legible at 11"x 17" and a few will still be legible at 8 ½"x 11". Digital plats and HI's can still be printed at 24"x 24". The page size is dependent on the amount of information portrayed on any one document and some

judgment must be used. Employees may print the documents themselves or order copies in the usual manner For Internal Use Only. The public will continue to request copies through the IAC/public room and pay the appropriate cost recovery fees. Members of the public will be able to access the digital image website from outside of the BLM once Internet access is restored.

In the event of internet shutdown, CD copies of the pdf images will be made available to public rooms and programs. A checkout procedure will be necessary in the public rooms to control the currency of versions.

**Action:** During this time of transition from microfiche to web service, the following action is requested:

1. Managers and/or supervisors of groups who currently receive microfiche should provide a single Point Of Contact (POC) to receive web update notifications. Please provide the name of an employee, location, phone number, and email address to Mary E. Wilson, Supervisory Cartographer (email [mary\\_wilson@blm.gov](mailto:mary_wilson@blm.gov)).
2. Upon compilation of a definitive list of POCs, a list of all currently available image files will be sent. Subsequent notifications will contain only those files that are new.
3. These notifications will be ordered such that microfiche libraries can be kept current. See Attachment 1, Procedures for Managing Microfiche Collections, for more information on the proper storage of aperture cards.

**Budget Impact:** Some effects to incoming 5700 funds may be due to the public's ability to print outside of the BLM public room.

**Coordination:** This information has been coordinated with Renee Duval, State CIO, Craig Wood, Records Administrator/IT Security, Debra Yeager, Records Manager, Dave Mansell, Supervisory Contact Representative, Pam Lewis, Supervisory LLE, and Tamara Gertsch, Realty Specialist.

**Contact:** Questions regarding the web plats and HI's should be directed to Mary E. Wilson 307-775-6468, Supervisory Cartographer.

/s/ Alan L. Kesterke

1 Attachment:

1 – Procedures for Managing Microfiche Collections (1 p.)

## **Procedures for Managing Microfiche Collections**

1. Certify that microfiche collections are in the proper order, sort first by Range then Tier. Sort each township in this order: OG plat, OG supplemental plats, MT plat, MT supplemental plats, other use plats, supplements to other use plats, Supplemental Index pages in consecutive order, Historical Index pages in consecutive order. Not all township ordering rules will apply to each township; skip those rules that don't apply when ordering the plats and HIs in each townships.
2. The first notice will be a list of plats and HIs that are currently available on the website. That list will be lengthy and ordered by township.
3. In reference to the list, remove the corresponding aperture cards from the microfiche collection and store them in an archive. Due to recent changes to the General Records Schedule, all microfiche copies of plats and HIs will need to be retained as permanent records.
4. Subsequent notifications will be sent immediately following a web update. These notifications will be a list of plats and HIs that have been newly added to the website, also ordered by township.
5. Repeat step 3.
6. Questions regarding this procedure should be directed to Dave Mansell, Supervisory Contact Representative, 307-775-6131. Questions regarding permanent records and retention status should be directed to Debra Yeager, Records Manager, 307-775-6088. Questions regarding the web update notifications should be directed to Mary E. Wilson, Supervisory Cartographer, 307-775-6468.